

Forward ("F") Action

As you can see from the list of message action codes (Table 3 in this chapter), you can use the Forward action code (i.e., "F") to forward a message to different recipients.

To forward a message to another MailMan user, enter an "F" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

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Subj: Test Edit Capabilities  [#1223214] 04 Aug 98 07:56  3 lines
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket.
Automatic Deletion Date: 10 Sep 98    Page 1
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Testing new mail.

I've decided to enter more text to my message.

Enter message action (in TEST basket): IGNORE// F
Forward mail to: ?

Enter the name(s) of the recipient(s) of this message
in any of the following formats:

Lastname,first           for a user at this site
Lastname,first@REMOTE-SITE for a user at another site
    (note: DUZ may be used instead of Lastname,first)
G.<group-name>           for a group of users
D.<device-name>         for a device
*                         for a limited broadcast or broadcast to all users
                           (must be Postmaster or XMSTAR key holder)

Prefix any user address with 'I:' to send Information only.
                           'C:' to send Carbon copy.
                           'L:' to send Later.
                           '-' to delete it.

Enter:
G.?                       for a list of groups
D.?                       for a list of devices

Enter '??' for detailed help.

Forward mail to: fuchsiA,GARY M.      (DUZ 9999) INFORMATION SYSTEMS CENTER
      Last used MailMan: 30 Jul 98 14:54
      On vacation 31 July through 16 August.
And Forward to: <RET>
Message forwarded.

Enter message action (in TEST basket): IGNORE//
  
```

MailMan Help displays how we enter the recipient information.

Here we entered the name of the recipient to whom we want the message forwarded.

Figure 65: Forwarding a Message

For this example (Figure 65), we wanted to forward this message to another MailMan user. Thus, we entered an "F" (Forward) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then prompted us to enter an addressee. As you can see from this example, we first chose to enter a question mark ("?",) at the "Forward mail to:" prompt in order to display our options when entering an addressee. For this example, we decided to forward the message to Gary Fuchsia by entering the first portion of his last name (i.e., "**FUCHSIA**") at the "Forward mail to:" prompt.



For more information on addressing a message, please refer to the "Address Functionality" topic in the Chapter 4 in this manual.

MailMan knew we were finished forwarding the message when we pressed the Enter/Return key at the "And Forward to:" prompt without entering another addressee.

MailMan then confirmed that the message had been forwarded.

After forwarding the message, MailMan returned us to the message action prompt where we could take any additional actions on this message.

If a message is priority, you may or may not be able to forward the message to mail groups. You can forward a priority message to a mail group if your site is set up to do so. It is possible for IRM at your site to set the site parameters in the MAILMAN SITE PARAMETERS file (#4.3) to allow this action.



*For more information on forwarding priority messages to a mail group, see "Managing MailMan, Management Features in MailMan V. 7.1+" in the "MailMan V. 7.1 & Patch XM*7.1*50 Technical Manual."*